

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **COMPUTER PROGRAMMER/ANALYST**

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Jurisdictional Class: **Competitive**  
Date Adopted: **11/17/89**  
Date Revised: **12/14/89; 10/6/95**  
Jurisdictions: **County**  
Union Status: **CSEA**  
Pay Grade: **19**

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**DISTINGUISHING FEATURES OF THE CLASS:** This position involves analyzing and evaluating operating procedures in all activities of other departments and developing the procedures, systems and programs to adapt work applications to computer serviced systems. The incumbent works closely with staff at the county, and with planning groups and is responsible for designing and planning systems and applications software. The incumbent must be competent in computer logic, systems analysis and the use of data processing equipment in solving problems. Direct supervision is received from the Director of Central Data Processing. Supervision may be exercised over the work of Computer Programmers and other data processing personnel for specific projects as assigned by the Director. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Trains and guides programmers and operators on specific project activities as assigned;  
Aids in scheduling the operations and the setting of run priorities of the computer center and systems efforts;  
Insures timely and accurate completion of production runs and program development;  
Prepares systems specifications, assesses, researches, analyzes and diagrams applications and systems for new computer-based requirements;  
Designs detailed programs and prepares detailed documentation in the form of flow charts, diagrams and program instructions to adapt the new systems specifications for computer applications;  
Completes testing of new programs and systems by suitable test data, test runs, and analysis to insure programs meet all predetermined requirements;  
Performs detailed analysis and develops corrections to problems related to computer operating systems, regular computer runs, multi-tasking runs, and interactive program processing;  
Reviews controls and improves established data files and data handling, data input and output formats;  
Advises administrators and staff on existing applications, new applications, and planned applications;  
Performs operational tasks associated with computer center operations, equipment and software;  
By request, in the absence of the Director of Central Data Processing, performs administrative supervision, management and other assigned tasks.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the application of electronic data processing methods and equipment to administrative problems; thorough knowledge of systems analysis, methods, procedures and techniques; good knowledge of the methods of logical deduction and ability to analyze qualitative and quantitative data; good knowledge of electronic data processing programming concepts and techniques; working knowledge of the operation, adjustments and care of data processing equipment; good knowledge of requirements for preparation of documentation for electronic data processing programming; ability to gather data through observation, interview and research; ability to follow complex oral and written instructions; ability to prepare reports; ability to plan, supervise and schedule the work of other staff; physical condition commensurate with demands of the position.

Last Reviewed: 10/6/95  
Last Updated: n/a  
Reviewed By: n/a  
Last Reallocated: n/a

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#### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in computer science or closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in computer science or a closely related field and two years of experience in computer programming; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.